

What is the Pre-Employment Background Investigation Process?

Public Safety candidates must be thoroughly investigated to make sure that nothing in their backgrounds is inconsistent with performing public safety duties. Peace Officers and Dispatchers are regulated by the California Peace Officer Standards and Training Commission (POST) which determines the review of particular items and conduct in a candidate's background. The Placer County Sheriff's Department adheres to these POST standards for all law enforcement positions and the applicants applying for employment with our department.

All public safety candidates MUST successfully complete a pre-employment background investigation (which may include a voice stress analysis), and MUST successfully complete a pre-employment psychological and medical examination prior to appointment.

What is required for a background investigation?

During a background investigation you will be asked to provide the following information. Please be as thorough as possible. Please remember this is only a portion of what you will be asked to provide.

- All employment history. Provide addresses, phone numbers, and supervisors.
- The last ten (10) years of residency. Provide addresses, landlords, and roommates, if applicable.
- As many relatives as possible. Provide current contact information.
- At least 5-7 references that know you well; such as social and family friends, coworkers, military acquaintances. Provide current contact information.
- Any and all police reports, vehicle accidents, and/or citations.

Each applicant will be required to provide the following documents for the background investigation.

- A certified copy of your birth certificate (available from the Recorders Office in the county of your birth or from the State Department of Health)
- Official High School transcripts (available at your High School office or the District office)
- Official college transcripts
- Proof of auto liability insurance coverage (available from your insurance agent)
- Copy of your Selective Service Registration letter (if male and under 26 years of age) [Selective Service System, P.O. Box 94738, Palatine, IL 60094-4738] or, if you were in the armed forces, a copy of your military discharge papers, long form (DD214)
- A photocopy of your California Driver's License
- A true copy of each police accident report of accidents within the last three (3) years in which you were named as a driver in the incident
- A true copy of each police report in which you were arrested, whether you were convicted or not (available through the District Attorney or the arresting Police/Sheriff's Department)
- A true copy of your marriage certificate(s) and a copy of any final decrees of divorce
- A certified copy of any civil judgments against you within the past seven years
- A photocopy of your social security card and passport
- Topies of P.O.S.T. certificates or other law enforcement training course certificates

Please keep in mind that many of these documents take from three to four weeks to obtain. Start now! It is <u>your responsibility</u> to arrange for and provide these documents. Originals may be able to be returned upon request. Failure to provide the required information may disqualify you as a candidate.

